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## **Distant Pals 2016-2017 Rules for Participation/Guidelines**

### **SUPERVISING ADULTS:**

- Complete **Distant Pals Information Sheet** online (one per student).
- **Discuss Program Rules/Commitment** with participating students. Provide a written copy for each student.
- Upload/fax signed **Parent Permission to Participate in Distant Pals/Media Release** for each student.
- **Return all forms** for each participating student no later than **September 30th**.
- **Supervising Adults connect by October 31st** to arrange date/time/method of meeting (VP, Google Hangouts, Skype, FaceTime, etc).
- Arrange for Pals to “meet” six times per school year (approximately monthly November through May) via distance technology based on coordination between Supervising Adults.
- Identify if additional support personnel needed for providing supervision during interactions depending on scheduling.

### **PARTICIPATING STUDENTS:**

- Sign and return **Parent Permission to Participate in Distant Pals/Media Release**.
- Review **Program Rules/Commitment** with Supervising Adult.

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**FOR DISCUSSION: Supervisors, please discuss the following topics with your students and provide explanations or examples as necessary!!**

#### **Be a good role model:**

- Use positive language (no cursing or rude comments), use words of encouragement.
- Talk about positive topics.

#### **Be a good friend:**

- Commit to connecting six or more times throughout the school year.
- Be respectful of your Distant Pal. You can disagree with your pal, as long as it is done in a polite way.

#### **Keep personal information confidential:**

- Do not give out personal information, such as last name, school, address, email, phone number, or any usernames/profiles (Instant Message, Gaming IDs, Twitter, Facebook, Skype, etc.)!
- Do not ask for your Distant Pal's personal information, such as last name, school, address, email, phone number, or any usernames/profiles (Instant Message, Gaming IDs, Twitter, Facebook, Skype, etc.)!

#### **If a student needs to withdraw from the program for any reason:**

- Communicate! Inform your Distant Pal directly via technology and explain that you will not be connecting any more and why.

If you have any questions regarding the Rules for Participation/Guidelines, please feel free to contact the Distant Pals Coordinator at 888-656-8556 or [distantpals@wesp-dhh.wi.gov](mailto:distantpals@wesp-dhh.wi.gov)